

# Hanborough Meadows Preschool

England & Wales · Charity number 289849

## Details

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**Other names** LONG HANBOROUGH PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1984-08-14

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Hanborough Meadows Pre School  
33 Norridge Way  
Long Hanborough  
Witney  
Oxfordshire  
OX29 8FL

**Phone** 07818553127

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**Website** [hanboroughmeadowspreschool.co.uk](http://hanboroughmeadowspreschool.co.uk)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF CHILDREN BELOW COMPULSORY SCHOOL AGE BY (A) PROVIDING SAFE AND STISFYING GROUP PLAY, IN WHICH PARENTS HAVE THE RIGHT TO TAKE PART; (B) ENCOURAGING OTHER CHARITABLE ACTIVITIES THROUGH WHICH PARENTS MAY HELP THE CHILDREN; (C) FURTHERING THE AIMS OF THE PRE-SCHOOL PLAYGROUPS ASSOCIATION.

**Activities:** SECURE PLAY AREA FOR 2 TO 5 YEAR OLDS

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£142,491	£132,851	-	-
2023-08-31	£101,749	£104,785	-	-
2022-08-31	£112,335	£105,780	-	-
2021-08-31	£106,202	£99,301	-	-
2020-08-31	£93,593	£81,360	-	-

## Trustees

Name	Role	Appointed
<b>Megan Lucy SAYERS</b>	Chair	2016-10-12
Kelly EVANS-BARRETT		2016-09-22
Medlan Porter		2019-10-23
chloe ricketts		2023-11-08

**Hanborough Meadows Preschool**

England & Wales - Charity number 289849

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# Accounts

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## Annual General Meeting Minutes – 20th November 2024 (8pm Hanborough Meadows Pre-School)

### **1. Attendance and Apologies for Absence**

#### **Present**

Committee: Megan Sayers (Chair), Kelly Evans-Barrett (Manager), Medlan Porter (Secretary), Chloe Ricketts (Treasurer)

Staff: Hollie Coles, Tamsin Bramley, Beckah, Jessica Knight

Families: Laura Heuiff, Lydia Theodorou, Tanya Clarke, Lynne Ashton, Lucy White, James Wilkins, Cheryl Bunyun, James

#### **Apologies**

Sarah Boodell, Kirsti Campbell, Carly Rowland

### **2. Matters arising from the last AGM report**

No matters arising

*Please note that the text in italicised font are comments that were made during the meeting and not part of the report being given.*

### **3. Chairperson's Annual Report (MS)**

*Minutes are published to the Charities Commission. Changes to the Committee are reported to the Charities Commission and Ofsted.*

Another busy year at The Meadows that could not have been achieved without the amazing staff team, parents and of course the children. The last 12 months has flown past and as ever the staff and those working behind the scenes have gone above and beyond. As the setting continues to thrive we remain full and Kelly expertly manages the waiting list for the years ahead.

As we moved through the last year one of our biggest challenges continued to be finances to ensure the longevity of the setting. We have had to make difficult decisions regarding fees and resources whilst being mindful of the impact of the cost of living on families. We have overhauled how we charge fees due to the introduction of the expanded childcare offer to 2 year olds. It is

again important to say that the funding provided by the government does not cover our costs fully.

*The setting acknowledges the cost of living crisis and encourages parents and families to communicate if they have any concerns or difficulties paying fees.*

Our biggest overhead is wages. Staffing the setting is obviously an essential part of The Meadows but it is the quality and commitment from the staff that is so important and key to the amazing nurturing and educational service that is provided. We have been able to provide a pay rise to staff to ensure we acknowledge their continued hard work but to retain a consistent team, that in reality is more like a family. In addition to annually reviewing staff wages we also seek to ensure staff are supported in their ongoing professional development. Kelly ensures through supervision and management that the staff are provided with specialist areas to focus upon and the committee will always support and fund additional training opportunities.

The staff continue to provide the children with brilliant learning and opportunities for growth. They go above and beyond for the setting and children they care for. We could not do it without them. We continue to have a stable, strong and committed workforce. Kelly, Sarah, Tamsin and Hollie have been in post for several years. This year we said goodbye to Stacey and Olivia. They were both assets to the team and are missed. At the end of the summer term we advertised for a new qualified early years practitioner. Although recruitment in this sector can be challenging we had a number of applicants. After interviewing we offered roles to two candidates. One to Kirsti who joined us in October with a wealth of experience and knowledge as a qualified member of the team. Although the post advertised was for a qualified practitioner we were so impressed by Beckah's application and interview that we offered her the opportunity to join the team and complete her apprenticeship. We also welcome Eve as a volunteer to the setting. They have now settled into the team and are part of The Meadows family.

Fundraising continues to be an essential part of The Meadows ethos. We continue to run events that are inclusive to the wider community, fun for the children and financially beneficial for the setting. In the last 12 months we have raised money through the Christmas Bazaar, Wreath Making, Easter Egg hunt, School Summer Fayre, Conker hunt and most recently the hot chocolate stall at the fireworks. In the weeks ahead we have the 2024 wreath making and a stall at the School Christmas Fayre. The committee have also (our amazing treasurer) sourced grants from a variety of sources that have enabled the setting to develop the fantastic Meadows Veggie Garden.

At the current time we are also raising funds through Tesco Stronger Starts initiative. Please pop into Tesco on the A40, Cogges and Fettiplace, Witney to vote (as many times as you can) until mid-January. The setting will receive between £500-£1500 once the votes are counted.

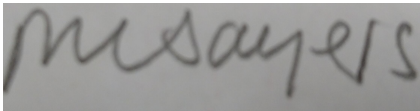
We are always mindful of the ways in which we can ensure that setting remains fresh and well resourced. In addition to the amazing garden we have installed an air conditioning unit for those

hot days where the children cannot be outside for long periods, new shelving, new Ipads and laptop for the staff to use and moving forwards we are looking at how we can make the outside classroom more weatherproof.

Without an enthusiastic committee the Pre-School cannot function. We offer the opportunity for parents to get involved as much as suits, utilising people's skill sets. If you would like to become a committee member please do express your interest. It is appreciated that everyone is busy and may not want to be on the committee in an official capacity, but we always need parents to lead with fundraising events.

Our committee is currently myself, Medlan as secretary and Chloe as treasurer. Kim Holland stepped down from the committee in April 2024 as she moved house. We would like to thank Kim for her time with the committee. In order to be fully quorate we ideally need to have two general committee members. We have packs available and can answer any questions at the AGM.

I have been the chair of the Pre-school for eight years and would love to continue in the role for another year if voted in. I would like to thank all the staff, committee and families for making Hanborough Meadows a setting to be proud of.



Megan Sayers

#### **4. Manager's Annual Report (KEB)**

Thank you everyone for coming. We really do appreciate your time, especially on this very chilly night. This is my 7th year in giving the managers' report and every year I have started with the same line, "It has been another very busy and successful year for Hanborough Meadows Pre-school", which again for us it has been! Hanborough Meadows continues to go from strength to strength.

I will quickly reflect back over the past year, starting in September last year, September 2023, where we had recently said goodbye to a number of our children that moved up to school, and we welcomed lots of new families to the Meadows. We also enjoyed a lovely trip to the Playpark at Blenheim on a very warm and sunny September day, which was a good job too really as the children loved the water part of the park!! We also had a visit from Woodstock Firestation, who showed the children all around their fire engine, and even let the children spray water from the hose across the meadow. October, in tradition, always sees us hold our annual Grand Conker hunt, which again was extremely successful with 1,000's of

conkers being collected! The monies raised went straight back to the setting for new resources for the children. As soon as the conker hunt is over its full steam ahead to the glitter and sparkle of our festivals. We celebrated Diwali, with dance and Diya lamps, Bonfire night with crafts and music, thanksgiving with folk stories and yummy foods, and of course, my favourite time of the year Christmas! Music, excitement, stories, crafts, and soooooo much glitter. We held a Christmas party for the children, and we all enjoyed dressing up, a party tea, and a visit from a very special guest!

Early spring came around and we made love visit to the The Woodstock Library, to celebrate Book Week, where we had stories and found Dinosaurs in the garden! We celebrated Easter with our children's Easter Egg Hunt, where the children enjoyed collecting eggs and we had a lovely Easter afternoon tea.

Before we knew it term 6 was soon here. We held a fun sports days, with a carousel of activities and our infamous parents race ! Term 6 is always our busiest, and saddest term. We started the children's transition to school with visits being made, new teachers visiting us, and school leaver reports to be written. This term we had 17 children moving on to 7 different schools. But with our older children moving on it meant new children starting, home visits, and settling in sessions. We celebrated the end of term 6 with an under the sea themed party and gifts for the leavers.

With a new academic year, we started with a new team! We were delighted to welcome Kirsti and Beckah to the Meadows Family. We also had a new and amazing Veggie Patch which was created over the summer. Thanks must go to Chloe and her team for creating such a wonderful garden for the children to use, explore and grow!

As I said the Meadows continues to go from strength to strength, this is evident in our numbers and the reputation we have not only in the community, but also within the local authorities, and other settings.

But none of this would have been achieved or have been possible without the amazing team I am lucky to lead. The team always goes above and beyond, they show dedication and true passion, and always put the children first. They are full of ideas, and energy and are truly the best. They really are an amazing team to work with, and so to, Hollie, Tamsin, Sarah, Jess, Kirsti and Beckah, thank you for everything you do and everything you bring to Meadows.

To the committee, Meg, Medlan and Chloe, again, we could not run without you. I thank you for all your hard work, your time, support, guidance, and for answering my continued demands and emails. You truly are super stars! I think that is enough from me but to say again, the year ahead looks exciting, and I feel privileged to be a part of it!

Thank you.

## **5. Treasurer's Annual Accounts Report (CR)**

### INCOME

#### Fees and Funding

Direct funding, both the 15 and 30 hours for 2-, 3- and 4-year-olds, remains our biggest income. We benefited this financial year from a large contingent of 3- and 4-year-olds who had been with us since starting pre-school aged 2 and therefore, we had a consistent income from fully allocated places. From April 2024 2-year-olds who qualified were able to obtain 15 hours of funding, of which a small number of our families benefited. For 2023-24 our Direct Funding received was £100,435 (2022-23 £57,602) which was a significant increase of £42,833 on 2022-23.

Additional fees paid by parents/carers who don't qualify for funding, or who attend pre-school for more than their funded hours (for those who only qualify for 15 hours funding), amounted to £16,710.

Funding from OCC per hour throughout the year was:

From April 2024 Sept 2023 – Mar 2024

2 yr olds 15 hrs socio-economic 7.83 8.23

2 yr old 15 hrs working families 7.83 -

3/4 yr old 15 hrs universal entitlement and 30hrs working families 5.30 5.09

3/4 yr old EYPP and deprivation supplement additional payment per hour 1.15 1.13

The above unfortunately does not cover our costs, therefore we are required to charge additional amounts to ensure the future survival of the pre-school. As the funding only covers 6 hours a day, and we are open for 6 hours and 45 minutes, we charge an additional payment of £5 to finance the 45-minute lunch session. This charge has been in place for several years now and is vital to our ongoing success, in 2024 it raised £11,010. From April 2024 we also replaced our snack charge (50p per session) with a consumables charge (£2 per session) which allows us to provide the children with a healthy snack per session, additional visitors to the setting e.g. Ruth Nuttall's dance sessions and Fox cycling, excursions out, and a more enhanced offering. From September 2023 to March 2024 our snack charge total was £1,440, then from April 2024 to August 2024 our consumables fee raised £3,762. Our lunch club and consumables session fee are only payable by funded children and EYPP eligible children are not charged.

This brings our total income from additional fees and funding to £32,921 (2022-23 £39,304), down by £6,382 largely due to the introduction of 15-hours funding for 2-year-olds. Our total income from all fees, funding and additional charges was £133,356 (2022-23 £96,630), an increase of £36,726 from 2022-23.

#### Other Income

Our largest income, aside from fees and funding, came from grants and donations made during the year, which amounted to £4,355 (2022-23 £1,000). These funds came from:

- WUFA: the closure of WUFA, leaving us as the beneficiary of the charity, resulted in a one-off donation of £3,555.

- The Midcounties Co-Op: donated £500 towards the vegetable garden.

- Private donation: £300 towards the vegetable garden.

Further donations towards the vegetable garden were due to be made in the 2024-25 accounts, and a £1,000 donation from Blenheim Palace towards the vegetable garden was made in 2022-23.

Fundraising events raised £2,775 (2022-23 £2,613), with our Christmas Bazaar (including Chancellors Estate Agents sponsorship), wreath making workshops, fireworks event volunteering, and Conker hunt continuing to generate much needed funds.

Additional income, from Kelly's consultancy work for OCC, registration fees, and bank interest amounted to £2,005 (2022-23 £2,659).

Therefore, our total income for the financial year ended 31 st August 2024 was £142,491 (2022-23 £102,901). This was a significant increase of £39,590 from 2022-23.

## EXPENDITURE

Payroll continues to be our biggest expense, with net wages costing £87,489 (2022-23 £82,235), an increase of £5,254 on last year. We had one member of staff on SMP, and one member of staff left during the year which kept our wage bill lower than anticipated. This also meant we incurred no PAYE and NI contributions as we benefited from the employment allowance and SMP reimbursement, and our pension costs were £3,679 (2022-23 £2,848).

Our new consumables charge, and snack charge during the first half of the year, meant we were able to increase our spending on excursions and visitors to the setting, as well as purchase more toys, books, craft supplies and new equipment to directly benefit the children.

For 2023-24 this, and the food and drink purchased for snack times, came to £13,077 (2022-23 £8,362). Building expenses and telephone/internet increased to £10,613 (2022-23 £6,742), largely due to the increased cost of gas and electricity, telephone and internet charges, water rates, and insurance premiums during a time of high inflation.

Administration and other costs were £5,471 (2022-23 £4,654). We were able to purchase both a new mobile phone for the setting and a new laptop for Kelly as the old ones came to the end of their life. As we continue to invest in our amazing staff, we increased our spending on training and training resources, up by £722 to £1,253 (2022-23 £531). Our previous 2-year deal on our website hosting came to an end, and during the year we invested in improving our financial recording software, resulting in our subscriptions costs increasing to £1,102 (2022-23 £368).

With the past few years fundraising income, alongside the grants and donations received during the year we were able to make some improvements to the setting. In total £12,522

was spent on a combination of installing CCTV to the exterior of the pre-school for improved safety, installing an air-conditioning unit to improve the experience for staff and children during very hot summer days in the very well-insulated building, purchasing and installing a notice board, and turning the unused front garden into the 'Meadows Veggie Garden' with greenhouse, fruit bushes, raised planter and 'secret sensory garden'. Without these generous grants, donations, fundraising income and our wonderful volunteers these projects wouldn't have been completed, so thank you so much to everyone for your help. This means that total expenditure for the financial year ended 31 st August 2024 comes to £132,851 (2022-23 £104,842), an increase of £28,009.

As a charity we are not here to make a profit, however we need to ensure income covers our expenditure and any additional funds create a 'buffer' for unexpected expenditure. In 2023-24 we made a £9,640 profit, compared to a £1,941 loss in 2022-23. This is a significant marked turnaround in finances and reflects all the hard work done by Kelly and her team, the committee and all our volunteer helpers to provide such a highly sought-after setting for pre-school children in the area.

The figures on the balance sheet at year end are:

Current Account £27,586 (2022-23 £21,969, increase of £5,617)

Fundraising Account £13,034 (2022-23 £9,299, increase of £3,735)

Contingency Account\* £15,466 (2022-23 £15,178, increase of £288)

\*Required in the event of pre-school closure resulting in staff redundancies as the committee are personally financially liable.

This leaves us with capital of £56,086 (2022-23 £46,446).

## **6. Adoption of the Constitution**

### **7. AOB**

## **8. Election of Committee**

### Chair

Megan Sayers - Proposer - Kelly Evans Barrat, Second - Chloe Ricketts

### Secretary

Medlan Porter - Proposer - Kelly Evans Barrett, Second - Tamsin Bramley

### Treasurer

Chloe Ricketts - Proposer - Kelly Evans Barrett, Second - Megan Sayers

## Committee Ordinary Members

No interest at this time.

MS notes that we have been looking for several years to change to a Charity Incorporated Organisation (CIO) so that the Trustees (committee members) aren't personally financially liable. Our contingency covers any liability should the setting close. This would predominantly be redundancy payments as we don't have any debt, mortgage or lease etc. It protects the Committee members.

This is a big ongoing project that would also trigger an inspection which is not a bad thing.

MS suggests that if anyone is interested in supporting the Committee there are two options:

- Committee member: Become a full member of the Committee with a legal requirement to complete a DBS check and Ofsted EY2 check
- Joining the fundraising sub-committee 'the Meadows Money Makers': Becoming involved in running fundraising events or writing grant applications but not becoming a Committee member. You would be unable to attend Committee meetings and would not have the same voting rights as Committee members

We are in need of new Committee members. Anyone joining the Committee needs to complete an EY2 and additional DBS check (even if you are on the update service). Ofsted have to deem Committee members suitable. There can be issues with how long they take to be processed. As a Committee member you would not have unsupervised access but it is possible for the setting to conduct a risk assessment so that potential members can work on the Committee before the EY2 is returned.

Committee meetings are every 6-8 weeks, often on Zoom, not always in person if there is an issue with childcare. There is not a commitment to attend every one.

The role of the Committee is to help manage the setting and support with:

- Fundraising events
- Salary decisions, fee increases and discussing financial matters
- Supporting Kelly and the team in terms of resources
- accessing grants to help fund projects such as the Veggie Garden
- Approving funding for staff training

Committee members bring their own perspectives and help discuss the options

Any new parents would be very welcome to join the Committee and more information can be provided.  
Please contact MS if interested.

### **Actions**

- Ensure Charities Commissions is up to date, in particular removing previous committee member and adding new

**Next Committee Meeting** – 3rd December 24, 10am

2022-23		Payments	2023-24		2022-23		Receipts	2023-24	
£82,235		Wages	£87,489		£39,028		Fees	£32,921	
£2,848		Pension	£3,679		£57,602		Direct Funding	£100,435	
	£85,083			£91,168		£96,630			£133,356
		<b>Building Expenses</b>					<b>Fund Raising/Donations</b>		
£1,395		Electricity	£885		£1,170		Wreath making		
£165		Water	£354		£261		Valentines Disco		
		Rates	£1,255				Grants & One-off donations	£800	
£772		Gas	£2,356		£53		Summer Fete		
£1,337		Insurance	£1,404		£800		Fireworks	£495	
£2,228		Building Expenses	£14,116				Other Fundraising	£1,831	
		Cleaning	£1,194		£329		Conker Hunt	£259	
		Other					Christmas Fayre	£190	
	£5,897			£21,564	£1,000		Blenheim		
		<b>Administrative Expenses</b>			£1,199		Other	£400	
£4,867		Supplies	£12,255						
£3,495		Replacement Equipment	£822			£4,812			£3,975
£415		Fund Raising	£168						
		Uniform	£461						
£845		Phone/Broadband	£1,571						
£531		Staff Courses	£1,253						
£3,709		Other	£3,589				<b>Other Income</b>		
	£13,862			£20,119	£1,278		Other Income	£1,100	
					£182		Bank Interest	£505	
	£104,842	<b>Total Payments</b>		£132,851			WUFA Closure	£3,555	
							Supplier refunds		
							£1,459		£5,160
		Surplus		£9,640		£1,941	Deficit		
	£104,842	<b>TOTAL</b>		£142,491		£104,842	<b>Total Receipts</b>		£142,491

Balance Sheet: As at 31 August 2023

Liabilities

Capital Accounts 01 September 2023		£46,446
Operating (Deficit)/ Surplus for 2023-2024		£9,640
<b>Total</b>		<b>£56,086</b>

Assets

Current Account		£27,586
Deposit Account-One 41698168		£13,034
Deposit Account-Three 61622668 Contingency Account		£15,466
		£56,086
Cash in Hand		£0
<b>Total</b>		<b>£56,086</b>

These Accounts are in accordance with books and vouchers of the Long Hanborough Playgroup and explanations given to me.

Signed

Independent Examiner.....  
Roger Chester

Trustee.....

Chairperson.....  
Megan Sayers

Date.....

**Hanborough Meadows Preschool**

England & Wales - Charity number 289849

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# Accounts

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## Annual General Meeting Minutes – 8th November 2023 (8pm Hanborough Meadows Pre-School)

### **1. Attendance and Apologies for Absence**

#### **Present**

Committee: Megan Sayers (Chair), Kelly Evans-Barrett (Manager), Liz Pringle (Secretary), Medlan Porter (Treasurer)

Staff: Hollie Coles, Sarah Boodell, Tamsin Bramley, Jessica Knight, Stacey White-Rose

Parents: Heidi Harris, Nicola Pratley, James Wilkinson, Lucy White, Lynne Ashton

#### **Apologies**

Chloe Ricketts (Zoom), Kim Holland

### **2. Matters arising from the last AGM report**

Nothing arising. No significant issues.

**Please note that the text in italicised font are comments that were made during the meeting and not part of the report being given.**

### **3. Chairperson's Annual Report (MS)**

*Minutes are published to the Charities Commission. Changes to the Committee are reported to the Charities Commission and Ofsted.*

As ever it has not been a quiet year at The Meadows. Covid feels like a thing of the past but now our focus has been on the continuous improvement and progress of the setting amidst a turbulent financial future. We have had heat waves to burst pipes.

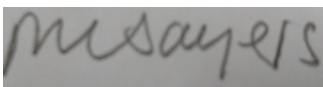
Fundraising has continued to be one of our biggest challenges. We are focussed on ensuring the events we run are inclusive and enjoyable but also financially beneficial. Last year we raised money through the conker hunt, the hot chocolate stall at the fireworks and Christmas Wreath making sessions. This year the fundraising efforts have hugely benefited from the Meadows Money Makers, a subcommittee that has taken a dynamic approach to fundraising for the setting including pirate hunts, a summer party, a refurb of the front garden and many more exciting activities planned. Fundraising is critical for the setting as we rely on the funds to allow us to bolster our income as government funding does not

cover our costs and running costs continue to rise. This continues to be a concern for the setting. From September 2024 government funding will be extended. At the current time it is not known how financially impacted the setting will be. Further forecasting is needed. Pre-school settings locally have a culture of supporting one another. This year we have seen a number of settings close due to recruitment and finance issues. One of these settings was WUFA. The Meadows and WUFA have long standing connections and so when they made the difficult decision to close they made us beneficiaries for all remaining funds. The final figure is not known but all funds will be gratefully received.

The staff continue to provide the children with brilliant learning and opportunities for growth. They go above and beyond for the setting and children they care for. We could not do it without them. We continue to have a stable, strong and committed workforce that we consider to be the Meadows Family. At the end of the summer term we gave Olivia a send off as she expected her second baby. Jessica joined the team at the end of summer term as a permanent member of staff. Without an enthusiastic committee the Pre-School cannot function. We offer the opportunity for parents to get involved as much as suits utilising people's skill sets. If you would like to become a committee member please do express your interest. It is appreciated that everyone is busy and may not want to be on the committee in an official capacity.

This year Liz Pringle, our committed and talented secretary, has decided to step down to focus her efforts on the school PTA. Liz will be truly missed and will always be a part of the Meadows family. Chloe and Heidi have both expressed a wish to join the committee. Chloe is an accountant and so it is proposed that she takes on the role of the treasurer and Medlan transfers to the role of secretary supported by Kim as joint secretary. Heidi is going to be a general committee member and will provide a committee link to the Meadows Money Makers. Stacey is also stepping down from the committee. Stacey joined the committee as a parent and then remained part of the committee when she joined the staff team. Stacey is also a parish councillor and wishes to focus her time on supporting the local community. We thank Stacey for all of her contributions to the committee.

I have been the chair of the Pre-school for seven years and would love to continue in the role for another year if voted in. I would like to thank all the staff, committee and families for making Hanborough Meadows a setting to be proud of.



Megan Sayers

#### **4. Manager's Annual Report (KEB)**

Thank you everyone for coming. We really do appreciate your time, so thank you for being here. This is my 6th year in giving the managers' report and every year I have started with the same line, "It has been another very successful year for Hanborough Meadows Pre-school", which again for us it has! Hanborough Meadows is going from strength to strength.

I will reflect back to September last year, September 2022, where we had said goodbye to lots of our children that moved up to school, and welcomed lots of new families to the Meadows. Term 1, in tradition, always sees us hold our annual Grand Conker hunt, which again was extremely successful with 1,000's of conkers being collected! The monies raised went straight back to the setting in new resources for the children. As soon as the conker hunt is over it's full steam ahead to the glitter and sparkle of our festivals. We celebrated Diwali, with dance and Diyas lamps, Bonfire night with crafts and music, thanksgiving with folk stories and yummy foods, and of course, my favourite time of the year Christmas! Music, excitement, stories, crafts, and soooooo much glitter. We held a Christmas party for the children, and we all enjoyed dressing up, a party tea, and a visit from a very special guest!

Springtime came around so fast and so did our children's Easter Egg Hunt. The children enjoyed collecting eggs and we had a lovely Easter afternoon tea.

With the exciting news that Olivia was expecting her second child in the summer, we advertised for another member to join our team. With the recruitment crisis in Early Years we were extremely fortunate to receive lots of applications, (which is obviously because we are such an amazing setting), we shortlisted, interviewed and were extremely pleased to offer Jess the role. Jess fitted in to the team straight away, bringing a wealth of experience, enthusiasm, and a dedication to the role.

Before we knew it term 6 was soon here. We held a fun sports days, with a carousel of activities and our infamous parents race. Term 6 is always our busiest, and saddest term. We said "good luck, see you soon, and keep us posted" to Liv as she started her Maternity leave. We then started the children's transition to school with visits being made, new teachers visiting us, and school leaver reports to be written. This term we had 16 children moving on to 6 different schools. But with our older children moving on it meant new children starting, home visits, and settling in sessions. We celebrated the end of term 6 with an 'Under The Sea' themed party and gifts for the leavers. During the summer holidays Liv and her family, welcoming Baby Bobby (who I am pleased to say is already down on our waiting list). Term 1 again, came around fast but it was lovely to see the children returning to the setting telling us all about their summer adventures. Our new families and children joined us and we started another exciting term.

As I said the Meadows continues to go from strength to strength, this is evident in our numbers and the reputation we have not only in the community, but also within the local authorities, and other settings.

But none of this would have been achieved or have been possible without the amazing team I am lucky to lead. They always go above and beyond, they show dedication and true passion, and always put the children first. They are full of ideas, and energy and are truly the best. They really are an amazing team to work with, so to Hollie, Tamsin, Sarah, Stacey, Liv and Jess, thank you for everything you do and everything you bring to Meadows.

To the committee, again, we could not run without you. I thank you for all your hard work, your time, support, and guidance. You really are fab! And to our amazing Meadows Money Makers, which have had such a fabulous year fundraising for Meadows. They have held discos, treasure hunts, Summer fun day parties, raffles, Easter Hunts, and are now planning an exciting Christmas Bazaar. Meadow Money

Makers are a sub-committee, solely committed to fundraising, and we really do appreciate everything you do for the setting, so to you, again I also say thank you, for giving your time and energies to the Meadows. I think that is enough from me but to say again, the year ahead looks exciting, and I feel privileged to be a part of it!

*KEB is currently running waiting lists for 2026.*

*Hanborough Meadows is perceived more like a commercial setting than a Committee run pre-school. We are in an amazing position that we are so busy but need to be creative in order to provide the service we are providing within the financial constraints. Families are coming from further away; Iffley, Kidlington. Kelly is consulting for the Early Years team at OCC.*

## **5. Treasurer's Annual Accounts Report (MP)**

### **INCOME**

*Financial challenges lie ahead but we will be receiving some welcome income from WUFA who sadly closed their doors in July and made us the beneficiary of the charity.*

*A significant challenge is that we can't make grant applications unless we are applying for specific things ie. we can't use grants for running costs. There aren't big projects, they have been done relatively recently. Meadows Money Makers make such a valuable contribution.*

*We own this building which means we have no rent but we do have maintenance. As a charity we receive 80% relief on rates which helps. There has been some improvement on funding but not enough once free funded places to children from the age of 2.*

*The annual return will be made when an accountant has verified accounts. Publicly available a week after submitted.*

All of the following financial information is available on the Charities Commission website where you can also see the considerable financial progression over the past few years.

### **INCOME**

**Fees and Funding:** Direct Funding, the 15 or 30 hours funding for 3 & 4 year olds, plus some 2 year olds remains the biggest income for Meadows. For 2022-23 this came to £57,602.16, which is £4,464.14 less than the previous year. For a funded child for 22-23 year Meadow's received £4.70 per hour for 3 & 4 year olds and £5.56 per hour for funded 2 year olds from the government which unfortunately didn't cover costs.

Fees are paid by parents of children who don't qualify for funding (e.g. under 3 years old) or for extra session or lunch club in addition to funding. An increase to fees came into effect in term 5 (April). This financial year Meadows income from fees was £39,077.93 which is a decrease of £2,863.57 from the previous year. Some of this will be due to the introduction of the increased eligibility for 30 hour funding.

Total Fees and Funding for 2022-23: £96,680.09 (a significant decrease of £7,127.71 from 21-22)

Fund-Raising: This year's fundraising total of £3,938.83 is just slightly less than the £4,026.67 of last year. This was raised from several fab events such as discos, wreath workshops and fireworks as well as the conker hunt.

Other Income: Meadows also received £951.03 from other sources such as Consultancy work carried out by Kelly for OCC and registration fees to hold places for new starters.

Therefore, the total Income for the financial year ending 31st August 2022 was £101,749.58.

This is a huge decrease compared to £112,334.63 for last year.

## **EXPENDITURE**

Payroll: As expected this remains our biggest outgoing. Staff wages stand at £77,867.25; this is an increase on last year which reflects the additional member of the team as well as staff pay reviews. Alongside the wages, pensions contributions were £2847.84 and HMRC £4368.28. This brings the payroll total for 22-23 to £85,083.37 (increase of £3770.98 on previous year).

Building Expenditure amounted to £2,333.12, this includes all maintenance and repairs to the building and gardens as well as fire extinguisher testing and cleaning. Utilities bills were, as expected, significantly higher for this year, these amounted to £1394.56 for electricity, £771.57 for gas and £165.41 for water.

Supplies and equipment expenditure amounted to £8,309.98 (supplies 4867.38, equipment inc. funded resources £3442.60), this covers everything from toilet rolls, pens and paper to toys, books, educational materials and snacks.

Phone/internet expenses was again a decrease from the previous year at £845.32.

Staff training including courses such as first aid amounted to £530.50 for the year.

Other costs for the year amounted to £3598.98 this includes all other expenditure such as OFSTED fees, website hosting, party entertainment, leavers gifts etc. Therefore, total expenditure for the financial year ending 31st August 2022 was £104,785.08 (decrease of £994.68 on previous year).

So for this year expenditure exceeds income, leaving an overall deficit of £3035.50.

This is significant compared to a surplus of £6,554.84 for last year.

Hanborough Meadows is a charity and is therefore not designed to make money, however we do need to ensure a buffer to cover any unexpected expenses.

Bank Account Balances as at 31st August 2023:

Current Account £21,968.82

Fundraising Account £9,299.16

Contingency Account £15,177.86 (this balance is held to cover major incidents, such as redundancies in event of closure etc, as Preschool trustees are financially liable)

Total - £46,445.84

Although this year's financial report is not as positive as recent years Hanborough Meadows remains in a stable financial position, especially considering how close to bankruptcy the setting was in 2016. We continue to value the fabulous staff and review their pay. We also regularly review the fees we charge parents. Following the initial period in the new building, costs have stabilised, however in the current climate we remain conscious that costs such as energy bills may be unpredictable.

## **6. Adopt New/ Updated Policies**

Policies all updated.

All of our Policies are available to parents.

All of the policies need signing again.

The most important policy, the Child protection/ Safeguarding policy is on the website and this is the template provided by OCC. MS is designated safeguarding lead for the setting- also a social worker and works as safeguarding consultant. MS and KEB regularly discuss safeguarding at the setting.

## **7. Adoption of the Constitution**

### **8. AOB**

Jessica, Chloe and Heidi to provide photo and small biography for the website to be emailed to [hanboroughmeadowssecretary@gmail.com](mailto:hanboroughmeadowssecretary@gmail.com) FAO Kim

## **9. Election of Committee**

### Chair

Megan Sayers: Proposer KEB , Secunder TB

### Treasurer

Chloe Ricketts: Proposer nominated by MS, Secunder KEB

### Secretary

Medlan Porter and Kim Holland as Co-Secretary: Proposer MS, Secunder KEB

### Committee Ordinary Members

Heidi Harris has expressed her interest in joining the Committee as a general member.

Nicola Jones is also happy to join the Committee.

We have been looking for several years to change to a Charity Incorporated Organisation (CIO) so that the Trustees (committee members) aren't personally financially liable. Our contingency covers any

liability should the setting close. This would predominantly be redundancy payments as we don't have any debt, mortgage or lease etc. It protects the Committee members.

This is a big project that would also trigger an inspection which in itself is not a bad thing. Chloe has expressed an interest in project managing the transition of the Pre-School status CIO.

MS suggests that if anyone is interested in supporting the Committee there are two options:

- Committee member: Become a full member of the Committee with a legal requirement to complete a DBS check and Ofsted EY2 check
- Joining the fundraising sub-committee 'the Meadows Money Makers': Becoming involved in running fundraising events or writing grant applications but not becoming a Committee member. You would be unable to attend Committee meetings and would not have the same voting rights as Committee members

We are in need of new Committee members. Anyone joining the Committee needs to complete an EY2 and additional DBS check (even if you are on the update service). Ofsted have to deem Committee Members suitable. There can be issues with how long they take to be processed. As a Committee member you would not have unsupervised access but it is possible for the setting to conduct a risk assessment so that potential members can work on the Committee before the EY2 is returned.

Committee meetings are every 6-8 weeks, often on Zoom, not always in person if there is an issue with childcare. There is not a commitment to attend every one.

The role of the Committee is to help manage the setting and support with:

- Fundraising events
- Salary decisions, fee increases and discussing financial matters
- Supporting Kelly and the team in terms of resources
- Recently the Committee gave the team a garden budget to improve the outdoor space
- Approving funding for staff training ie supporting Hollie to complete her functional skills

Committee members bring their own perspectives and help discuss the options

Any new parents would be very welcome to join the Committee and more information can be provided. Please contact MS if interested.

## **Actions**

None recorded.

**Next Committee Meeting** – Wednesday 22nd November 2023 8pm Venue: Hanborough Meadows Pre-School



## Hanborough Meadows Treasures Report 2022-2023

All of the following financial information is available on the Charities Commission website where you can also see the considerable financial progression over the past few years.

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This is a huge decrease compared to £112,334.63 for last year.

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Total - £46,445.84

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2021-22	Payments	2022-23	2021-22	Receipts	2022-23
£78,539.83	Wages	£82,234.82	£42,120.00	Fees	£39,028.00
£3,096.19	Pension	£2,847.84	£61,866.50	Direct Funding	£57,602.16
	<b>£81,636.02</b>		<b>£85,082.66</b>	<b>£103,986.50</b>	<b>£96,630.16</b>
	<b>Building Expenses</b>			<b>Fund Raising/Donations</b>	
£441.74	Electricity	£1,394.56		Wreath making	£1,170.00
£513.85	Water	£165.41		Valentines Disco	£260.61
£0.00	Rates			Hanborough Show	
£690.92	Gas	£771.57		Summer Fete	£53.20
£512.65	Insurance	£1,337.48		Fireworks	£800.00
£7,277.22	Building Expenses	£2,228.12	£4,061.67	Easy Fundraising	
£0.00	Cleaning			Conker Hunt	£329.00
£0.00	Other			Christmas Fayre	
	<b>£9,436.38</b>		<b>£5,897.14</b>	Blenheim	£1,000.00
	<b>Administrative Expenses</b>		£4,471.63	Other	£1,198.92
£4,820.86	Supplies	£4,867.38			
£3,860.44	Replacement Equipment	£3,494.99		<b>£8,533.30</b>	<b>£4,811.73</b>
£820.00	Fund Raising	£414.79			
£0.00	Uniform				
£1,113.90	Phone/Broadband	£845.32			
£743.70	Staff Courses	£530.50			
£4,178.33	Other	£3,708.85		<b>Other Income</b>	
	<b>£15,537.23</b>		<b>£13,861.83</b>	Other Income	£1,277.53
			£15.00	Bank Interest	£181.71
			£9.53	Book Order	
	<b>Total Payments</b>	<b>£104,841.63</b>		Supplier refunds	
				<b>£24.53</b>	<b>£1,459.24</b>
	<b>£5,934.70 Surplus</b>			<b>Deficit</b>	<b>£1,940.50</b>
	<b>£112,544.33 TOTAL</b>	<b>£104,841.63</b>		<b>£112,544.33 Total Receipts</b>	<b>£104,841.63</b>

Balance Sheet: As at 31 August 2023

Liabilities

Capital Accounts 01 September 2022		<b>£48,396.34</b>
Operating Deficit for 2022-2023		<b>-£1,940.50</b>
<b>Total</b>		<b>£46,455.84</b>

Assets

Current Account	£21,968.82
Deposit Account-One 41698168	£9,299.16
Deposit Account-Three 61622668 Contingency Account	£15,177.86
	<b>£46,445.84</b>
Cash in Hand	£0.00
<b>Total</b>	<b>£46,445.84</b>

These Accounts are in accordance with books and vouchers of the Long Hanborough Playgroup and explanations given to me.

Signed

Independent Examiner.....  
Roger Chester

Trustee.....

Chairperson.....  
Megan Sayers

Date.....

**Hanborough Meadows Preschool**

England & Wales - Charity number 289849

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# Accounts

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## Annual General Meeting Minutes – 9th November 2022 (8pm Hanborough Meadows Pre-School)

### **1. Attendance and Apologies for Absence**

#### **Present**

Committee: Megan Sayers, Kelly Evans-Barrett, Liz Pringle, Medlan Porter, Stacey White-Rose (Staff)

Staff: Hollie Coles, Sarah Boodell

Parents: Rosie Rose (Clara's Mum), Maryanne Jones (Hope's mum), Carolyn Hudspeth, Nadia Al-Sabouni (Phoebe's Mum)

#### **Apologies**

Tamsin Bramley (Staff)

Carrie Anne

### **2. Matters arising from the last AGM report**

Nothing arising. No significant issues.

**Please note that the text in italicised font are comments that were made during the meeting and not part of the report being given.**

### **3. Chairperson's Annual Report (MS)**

'In the past year we have been able to return and settle into post pandemic life. We have been able to focus on the children and ensure the smooth running of the setting. We have never been busier with a full cohort starting with us in September and waiting lists already in place for the next few years.

Fundraising has continued to be one of our biggest challenges. We are focussed on ensuring the events we run are inclusive and enjoyable but also financially beneficial. This is critical for the setting as we rely on the fundraising to allow us to bolster our income as government funding does not cover our costs and running costs continue to rise. Last year we raised money through the conker hunt, the hot chocolate stall at the fireworks and Christmas Wreath making sessions. Unfortunately we had to cancel our late summer party due to passing of the Queen.

The staff continue to provide the children with brilliant learning and opportunities for growth. They go above and beyond for the setting and children they care for. We could not do it without them. We

continue to have a stable, strong and committed workforce that we consider to be the Meadows Family. We did consider further recruitment at the end of the summer term but this was not financially viable.

Without an enthusiastic committee the Pre-School cannot function. We offer the opportunity for parents to get involved as much as suits utilising people's skill sets. If you would like to become a committee member please do express your interest. It is appreciated that everyone is busy and may not want to be on the committee in an official capacity.

We have also formed the Meadows Money Makers to lead with fundraising events and ideas. We would also like to welcome Kim Holland to the committee. She has completed her DBS and started her EY2 application to join. Kim is new to the area and has over 10 years' experience of early years in the UK and Germany. Kim is currently undertaking a Professional doctorate in Education with a focus on the early years sector.'

*Sonia Groves has now stepped down from the formal Committee but keen to continue to support the setting and volunteer to support events etc.*

'I have been the Chair of Hanborough Meadows Pre-school for six years and would love to continue in the role for another year if voted in. I would like to thank all the Staff, Committee and families for making Hanborough Meadows a setting to be proud of.'

*MS gives attendees a background to the setting: 2016 saw the setting close to bankruptcy with an Ofsted 'inadequate' and funding withdrawn. MS took over as Chair at this point and the Committee promoted Kelly to manager. Within 6 months the situation had improved and funding was reinstated. The setting 'Long Hanborough Playgroup' as it was then, was offered a brand new bespoke building on the Cala Homes estate. The biggest issue at this point was fundraising; the Staff and Committee fought to raise massive funds to pay for the internal fittings and resources needed.*

*Fundraising continues to be our main focus as the cost of living crisis and energy bills continue to rise. A positive is that we don't have to pay rent/ lease as we own the building. Ultimately the funding given to us by the government isn't enough to cover our costs.*

*Our fundraising over the last year has consisted of:*

- *the Conker Hunt. A massive fundraiser for Meadows and the children love it*
- *Running the Hot Chocolate stand at the Fireworks. We have just completed this again. Last year we were given £1200 for our participation by the Fireworks Committee*
- *Christmas Wreath Making sessions also very profitable*
- *Sadly the passing of the Queen prevented the Summer Party as planned. Postponed until Spring.*

#### **4. Manager's Annual Report (KEB)**

'Thank you everyone for coming. We really do appreciate your time, so thank you for being here.

This is my 5th year in giving the managers' report and every year I have started with the same line, "It has been another very successful year for Hanborough Meadows Pre-school", which again for us it has!

Hanborough Meadows is going from strength to strength. We have hopefully passed the worst that Covid throw at us and for the first time in a few years we have had a “normal-ish year”, and its been so nice to reflect on that. So I will start back in September last year, September 2021, where we had said goodbye to lots of our children that moved up to school, and welcomed lots of new families to the Meadows. We also welcomed Stacey and Olivia to the team, who I am so pleased to say fitted straight in from the start, and a solid team was formed. Term 1, in tradition, always sees us hold our annual Grand Conker hunt, which again was extremely successful with 1,000’s of conkers being collected! The monies raised went straight back to the setting in new resources for the children. October 2021, also saw us have our first Ofsted inspection as

Hanborough Meadows Pre-School, which I am proud to say went really well and the Inspector really understood what we were all about, my favourite two quotes from the report say:

“ The Pre-School is full of very happy children, who clearly thoroughly enjoy being there. Children show a very positive attitude towards their play and learning. They are keen and inquisitive, finding the environment and resources fascinating and stimulating. They are well mannered, polite and welcoming to visitors.

And: “ There is a real culture of wanting to be the best they can be so they can do the best for the children”. These two statements really sum up what we try to achieve at the Meadows.

As soon as the Conker Hunt is over it's full steam ahead to the glitter and sparkly of our festivals. We celebrated Diwali, with dance and Divas lamps, Bonfire night with crafts and music, thanksgiving with folk stories and yummy foods, and of course, my favourite time of the year Christmas! Music, excitement, stories, crafts, and soooooo much glitter. We held a Christmas party for the children, and we all enjoyed dressing up, a party tea, and a visit from a very special guest!

December also saw us celebrating Tamsin completing her training of Hygge in the Early Years. This was a year-long course, focusing on how to integrate nature and the natural world into everyday teaching. Hygge also reflects on enjoying the simplicity of life and the little things, slowing down, observing and appreciating the beauty of the world around us. This is something Tamsin now builds into the curriculum throughout the week. Well done Tamsin.

February came and saw us congratulating Sarah on passing her qualifications to become a Forest School Lead. This was 18 months of hard work, report writing, teaching plans, risk assessments, observations and lots and lots of assignments!

Well done and thank you to Sarah on your achievements and for making Forest School so amazing. Springtime came around so fast and so did our children’s Easter Egg Hunt. The day started with blue skies and sunshine, the trail set, Easter baskets in hand, and very excited children! This image of springtime bliss soon changed as halfway through the hunt around the Meadows the heavens opened, and the strong winds blew! As did many of our clues and eggs, but in our usual spirit, the children, their families, and the staff embraced the typically British weather and carried on, with a firm grip of their baskets but with smiles and laughter.

In June we also celebrated Hollie passing her functional skill Level Two which then completed her training to a full and relevant Early years qualification. Hollie was then promoted to Early Years Lead,

and was also made the settings Language Lead, Leading and heading the approach to improve universal early language provision within the setting. Well done Hollie.

Before we knew it Term 6 was soon here. We held a very hot, but fun Sports Day. Because of the extreme heat it was a smaller sports day with lots of water, but we all had fun. Term 6 is always our busiest, and saddest term. With school visits being made, new teachers visiting, and school leaver reports to be written. This term we had 14 children moving on to 4 different schools. But with our older children moving on it meant new children starting; home visits, and settling in sessions. We celebrated the end of term 6 with a jungle themed party and gifts for the leavers.

Term 1 again, came around fast but it was lovely to see the children returning to the setting telling us all about their summer adventures. Our new families and children joined us and we started another exciting term. As I said the Meadows continues to go from strength to strength, this is evident in our numbers and the fact that we are now full until September 2024, and that is also filling up fast.

But none of this would have been achieved or have been possible without the amazing team I am lucky to lead. They always go above and beyond, they shown dedication and true passion, and always put the children first. They are full of ideas, and energy and are truly the best. They really are an amazing team to work with, so to Olivia, Stacey, Hollie, Tamsin and Sarah, thank you for everything you do and everything you bring to Meadows.

To the Committee, again, we could not run without you. I thank you for all your hard work, your time, support, and guidance. You really are fab! And to our newly formed Meadows Money Makers, which we have just set up. Meadow Money Makers are a sub-committee, solely committed to fundraising, and already are full of ideas and putting plans in place, so to you, I also say thank you, for giving your time and energies to the Meadows.

The year ahead looks exciting!

*Nadia queried if we know the situations of any other settings. It seems that Meadows is highly in demand with waiting lists for the next few years whereas other settings in the area still have places for 2022. MS suggests that this is due to our reputation locally through word of mouth and professionally due to consultancy work that Kelly has done for OCC to support other settings.*

*Kelly had a clear vision for the setting and could start from scratch; natural materials, child lead approach. KEB attributes this to the Staff; they are so passionate, go above and beyond, know the children and families. Staff retention is very high. Relationship between the Staff is effortless, and the Staff are incredibly passionate about working with the children.*

## **5. Treasurer's Annual Accounts Report (MP)**

### **INCOME**

'Fees and Funding: Direct Funding which is the 15 or 30 hours funding for 3 & 4 year olds, plus some 2 year olds remains the biggest income for Meadows. For 2021-22 this came to £62,066.30, which is a

decrease of £234.10 from the previous year. For a funded child we receive £4.80 per hour for 3 & 4 year olds and £5.56 per hour for funded 2 year olds from the government which unfortunately doesn't cover costs.

Fees are paid by parents of children who don't qualify for funding (e.g. under 3 years old) or in addition to funding if a child does extra sessions or lunch clubs on top of their funded hours. We made a small increase to fees which came into effect from term 5 (April). This financial year Meadows income from fees was £41,941.50 which was an increase on the previous year of £3142.78.

Total Funding and Fees: £103,807.80 against £101,099.12 from the previous year.

All this information is available on the Charities Commission website where you can also see that we have had considerable financial progression over the past years.

**Fundraising:** Following the limited fundraising opportunities in recent years, this year's fundraising total of £4026.67 is a significant increase on the £1121.21 of last year. This was raised from a number of events such as the wreath workshops and fireworks as well as the conker hunt, raffles and summer fete.

**Other Income:** We also received £2050 from other sources such as Consultancy work carried out by Kelly for OCC, and with the increasing popularity of Meadows we've also received £250 in registration fees to hold places for new starters.

Therefore, our total Income for the financial year ending 31st August 2022 was £112,334.63.

This is again a fantastic increase compared to £106202.48 for last year and just under £93,600 for the year before.

## **EXPENDITURE:**

Payroll, as expected, remains our biggest outgoing again this year. Staff wages stand at £73,350.74, this is an increase on last year which reflects the additional member of the team as well as staff pay reviews.

Alongside the wages we have Pensions at £3,096.19 and HMRC at £4865.46. This brings the Payroll total for 21-22 to £81,312.39.

Building Expenditure amounted to £5,263.21, this includes all maintenance and repairs to the building and gardens as well as fire extinguisher testing and cleaning. Utilities bills amounted to £780.32 for electricity, £351.84 for gas and £513.85 for water.

Supplies and equipment expenditure amounted to £8,588.94, this covers everything from toilet rolls, pens and paper to toys, books, educational materials and snacks.

Phone/internet expenses were a little less than the previous year at £1,078.90. Staff training including courses such as first aid amounted to £743.70 for the year. Other costs for the year amounted to £5,759.46 this includes all other expenditure such as OFSTED fees, website hosting, party entertainment, leavers gifts etc.

Therefore, total expenditure for the financial year ending 31st August 2022 was £105,779.76.

So for this year our income exceeded our expenditure, leaving an overall surplus of £6,554.84.

Hanborough Meadows is a charity and is therefore not designed to make money, however we do need to ensure a buffer to cover any unexpected expenses.

Bank Account Balances as at 31st August 2022:

- Current Account £28,969.06
- Fundraising Account £4,553.56
- Contingency Account £15,066.10 (this balance is held to cover major incidents, such as redundancies in event of closure etc, as Preschool trustees are financially liable)
- Total - £48,588.72

Hanborough Meadows Pre-school is in an increasingly stable financial position, however in 2016 we were close to bankruptcy so we remain financially cautious and monitor carefully how money is spent. We continue to value our fabulous staff and review their pay to ensure they feel appreciated. We also regularly review the fees we charge parents. Following the bedding- in period in the new building, costs have stabilised, however in the current climate we remain conscious that costs such as energy bills may be 80% rate relief as we are a charity.'

*Thankfully we have fixed our energy bills fixed until April.*

*Some maintenance issues: repainted inside, awning replaced as damaged. As the building ages these maintenance issues will only increase and we need to financially plan for this.*

*We are a charity but need to run as a business.*

### **Summary of Annual Accounts 01/09/2021- 31/08/2022**

**To be added**

### **6. Adopt New/ Updated Policies**

Policies all updated; Terms and Conditions have been slightly updated re: the changing of sessions. It was becoming challenging to meet changing needs. There is now an expectation of commitment to the sessions that you would like. Children starting on 2 days per week initially but when eligible for funding they may want to take their 15 hours and KEB needs to plan accordingly. If families chop and change this makes planning extremely difficult.

All of our Policies are available to parents.

All of the policies need signing again.

The most important policy, the Child protection/ Safeguarding policy is on the website and this is the template provided by OCC. MS is designated safeguarding lead for the setting- also a social worker and works as safeguarding consultant. MS and KEB regularly discuss safeguarding at the setting.

## **7. Adoption of the Constitution**

### **8. AOB**

None

## **9. Election of Committee**

### Chair

Megan Sayers: Proposer KEB , Secunder EP

### Treasurer

Medlan Porter: Proposer MS, Secunder KEB

### Secretary

Elizabeth Pringle: Proposer MS, Secunder KEB

### Committee Ordinary Members

Stacey White-Rose is happy to stay on as a Committee Member as a Staff member and parent however she can't vote. Any discussions re: pay/ staff/ conflict of interest SWR wouldn't be invited to come to the meeting at that time.

MS suggests that if anyone is interested in supporting the Committee there are two options:

- Committee member: Become a full member of the Committee with a legal requirement to complete a DBS check and Ofsted EY2 check
- Joining the fundraising sub-committee 'the Meadows Money Makers': Becoming involved in running fundraising events or writing grant applications but not becoming a Committee member. You would be unable to attend Committee meetings and would not have the same voting rights as Committee members

We are currently established as an Unincorporated Charity. This is a very traditional set-up; 3 officers on the Committee and minimum of 2 members. Those Committee members are Trustees and they are personally financially liable.

We have been looking for several years to change to a Charity Incorporated Organisation (CIO) so that the Trustees aren't financially liable. This is a big project; we would have to re-register with Ofsted, although as we have been recently inspected this would just mean that Ofsted would just call the Chair and Manager. There would then just need to be 3 Trustees but they would need to sign up for a period of 2 years.

Changing to a CIO is a difficult process that can take up to 9 months. You would then have 3 Directors so then you don't have to have a full formal Committee to make decisions. We are looking into a company who would do this for us at a fee.

Our contingency covers any liability should the setting close. This would predominantly be redundancy payments as we don't have any debt, mortgage or lease etc. It protects the Committee members.

We are in need of new Committee members. Anyone joining the Committee needs to complete an EY2 and additional DBS check (even if you are on the update service). Ofsted have to deem Committee Members suitable. There can be issues with how long they take to be processed. As a Committee member you would not have unsupervised access but it is possible for the setting to conduct a risk assessment so that potential members can work on the Committee before the EY2 is returned.

Committee meetings are every 6-8 weeks, often on Zoom, not always in person if there is an issue with childcare. There is not a commitment to attend every one.

The role of the Committee is to help manage the setting and support with:

- Fundraising events
- Salary decisions, fee increases and discussing financial matters
- Supporting Kelly and the team in terms of resources
- Recently the Committee gave the team a garden budget to improve the outdoor space
- Approving funding for staff training ie supporting Hollie to complete her functional skills

Committee members bring their own perspectives and help discuss the options

Any new parents would be very welcome to join the Committee and more information can be provided. Please contact MS if interested.

Discussion re: Grant applications:

- We could apply for funding for solar panels which could help with energy costs. We can sell back what you don't use. The Insulation at the setting is good, we don't use much electricity and we only need power during daylight hours

Nadia discussed the Meadows Money Makers fundraising ideas:

- Dog Show- online dog show. In person? £5 entry. Idea to be further developed as to whether this is an online fundraising event or in person
- Valentine's Disco is being planned. EP has signs and heart bunting from the previous Valentine's Disco which was held a few years ago

Family day- family outing. Kelly took families to Marwell Zoo in her previous role. This could be a really nice social event for the setting.

## **Actions**

None recorded.

**Next Committee Meeting** – 23rd November 2022 8pm Venue: Hanborough Meadows as prep for the Christmas Wreath Making fundraiser..



## Hanborough Meadows Treasures Report 2021-2022

### INCOME

Fees and Funding: Direct Funding which is the 15 or 30 hours funding for 3 & 4 year olds, plus some 2 year olds remains the biggest income for Meadows. For 2021-22 this came to £62,066.30, which is a decrease of £234.10 from the previous year. For a funded child we receive £4.80 per hour for 3&4 year olds and £5.56 per hour for funded 2 year olds from the government which unfortunately doesn't cover costs.

Fees are paid by parents of children who don't qualify for funding (e.g. under 3 years old) or in addition to funding if a child does extra sessions or lunch clubs on top of their funded hours. We made a small increase to fees which came into effect from term 5 (April). This financial year Meadows income from fees was £41,941.50 which was an increase on the previous year of £3142.78.

Total Funding and Fees: £103,807.80 against £101,099.12 from the previous year.

All this information is available on the Charities Commission website where you can also see that we have had considerable financial progression over the past years.

Fund-Raising: Following the limited fundraising opportunities in recent years, this year's fundraising total of £4026.67 is a significant increase on the £1121.21 of last year. This was raised from a number of events such as the wreath workshops and fireworks as well as the conker hunt, raffles and summer fete.

Other Income: We also received £2050 from other sources such as Consultancy work carried out by Kelly for OCC, and with the increasing popularity of Meadows we've also received £250 in registration fees to hold places for new starters.

Therefore, our total Income for the financial year ending 31st August 2022 was £112,334.63.

This is again a fantastic increase compared to £106,202.48 for last year and just under £93,600 for the year before.

### EXPENDITURE:

Payroll, as expected remains our biggest outgoing again this year. Staff wages stand at £73,350.74, this is an increase on last year which reflects the additional member of the team as well as staff pay reviews. Alongside the wages we have Pensions at £3,096.19 and HMRC at £4865.46. This brings the Payroll total for 21-22 to £81,312.39.

Building Expenditure amounted to £5,263.21, this includes all maintenance and repairs to the building and gardens as well as fire extinguisher testing and cleaning. Utilities bills amounted to £780.32 for electricity, £351.84 for gas and £513.85 for water.

Supplies and equipment expenditure amounted to £8,588.94, this covers everything from toilet rolls, pens and paper to toys, books, educational materials and snacks.

Phone/internet expenses was a little less than the previous year at £1,078.90. Staff training including courses such as first aid amounted to £743.70 for the year. Other costs for the year amounted to £5,759.46 this includes all other expenditure such as OFSTED fees, website hosting, party entertainment, leavers gifts etc.

Therefore, total expenditure for the financial year ending 31<sup>st</sup> August 2022 was £105,779.76.

So for this year our income exceeded our expenditure, leaving an overall surplus of £6,554.84.

Hanborough Meadows is a charity and is therefore not designed to make money, however we do need to ensure a buffer to cover any unexpected expenses.

Bank Account Balances as at 31<sup>st</sup> August 2022

Current Account £28,969.06

Fundraising Account £4,553.56

Contingency Account £15,066.10 (this balance is held to cover major incidents, such as redundancies in event of closure etc, as Preschool trustees are financially liable)

Total - £48,588.72

Hanborough Meadows Pre-school is in an increasingly stable financial position, however in 2016 we were close to bankruptcy so we remain financially cautious and monitor carefully how money is spent. We continue to value our fabulous staff and review their pay to ensure they feel appreciated. We also regularly review the fees we charge parents. Following the bedding in period in the new building costs have stabilised, however in the current climate we remain conscious that costs such as energy bills may be unpredictable.

2020-21		Payments	2021-22		2020-21		Receipts	2021-22	
£70,971.47		Wages	£78,539.83		£38,798.72		Fees	£42,120.00	
£2,799.09		Pension	£3,096.19		£62,300.40		Direct Funding	£61,866.50	
	<b>£73,770.56</b>	HMRC		<b>£81,636.02</b>		<b>£101,099.12</b>			<b>£103,986.50</b>
		<b>Building Expenses</b>					<b>Fund Raising/Donations</b>		
£799.14		Electricity	£441.74				Cake Sales		
£242.36		Water	£513.85				Valentines Disco		
£198.50		Rates	£0.00				Hanborough Show		
£307.77		Gas	£690.92				Summer Fete		
£1,223.30		Insurance	£512.65				Christmas Performances		
		Building Expenses	£7,277.22		£1,121.21		Easy Fundraising	£4,061.67	
£958.50		Cleaning	£0.00				Conker Hunt		
£2,032.64		Other	£0.00				Christmas Fayre		
	<b>£5,762.21</b>			<b>£9,436.38</b>			Staff Muddy Run		
		<b>Administrative Expenses</b>			£3,953.78		Other	£4,471.63	
£9,380.50		Supplies	£4,820.86						
£6,441.68		Replacement Equipment	£3,860.44			<b>£5,074.99</b>			<b>£8,533.30</b>
		Fund Raising	£820.00						
£362.40		Uniform	£0.00						
£1,278.68		Phone/Broadband	£1,113.90						
£745.47		Staff Courses	£743.70						
£1,599.99		Other	£4,178.33				<b>Other Income</b>		
	<b>£19,808.72</b>			<b>£15,537.23</b>	£27.00		Sweatshirts/T-Shirts	£15.00	
					£1.37		Bank Interest	£9.53	
		<b>Total Payments</b>		<b>£106,609.63</b>			Book Order		
							Supplier refunds		
						<b>£28.37</b>			<b>£24.53</b>
	<b>£6,900.99</b>	Surplus		<b>£5,934.70</b>					
	<b>£106,242.48</b>	<b>TOTAL</b>		<b>£112,544.33</b>		<b>£106,202.48</b>	<b>Total Receipts</b>		<b>£112,544.33</b>

Balance Sheet: As at 31 August 2022

Liabilities

Capital Accounts 01 September 2021		<b>£42,451.64</b>
Operating Surplus for 2021-22		<b>£5,934.70</b>
<b>Total</b>		<b>£48,386.34</b>

Assets

Current Account		£28,810.70
Deposit Account-One 41698168		£4,500.36
Deposit Account Three 61622668 Contingency Account		£15,070.81
		<b>£48,381.87</b>
Cash in Hand		£4.47
<b>Total</b>		<b>£48,386.34</b>

These Accounts are in accordance with books and vouchers of the Long Hanborough Playgroup and explanations given to me.

Signed

Independent Examiner.....  
Roger Chester

Trustee.....

Chairperson.....  
Megan Sayers

Date.....  
M Sayers

**Hanborough Meadows Preschool**

England & Wales - Charity number 289849

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# Accounts

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## Annual General Meeting Minutes – 2nd November 2021 (8pm Hanborough Meadows Pre-School)

### **1. Attendance and Apologies for Absence**

Committee: Emma Rusher

#### **Present**

Committee: Megan Sayers, Kelly Evans-Barrett, Liz Pringle, Medlan Porter, Sonia Groves (via Zoom), Stacey White-Rose

Staff: Tamsin Bramley, Hollie Coles, Sarah Boodell

Parents: Lucy and Matt (Jack's parents), Laura (Freya's mum) Charlotte (Roman's mum) Maryanne (Hope's mum), Sarah (Zak's mum- via Zoom)

### **2. Matters arising from the last AGM report**

Nothing arising. No significant issues.

**Please note that the text in italicised font are comments that were made during the meeting and not part of the report being given.**

### **3. Chairperson's Annual Report (MS)**

Since the last AGM we have continued to navigate our way through the pandemic. From October 2020 through to July 2021 we continued to manage the changing guidelines and adjusted to the new normal. We remained open through the January 2021 lockdown and offered a normal service to those who wished to attend.

One of the biggest impacts we have continued to see has been the ability to fundraise with no fundraising events held for the last financial year, with the exception of the conker challenge. This is critical for the setting as we rely on fundraising to allow us to bolster our income as running costs continue to rise. Our Go Fund me page continues to be active and we thank all those who have made donations. We are also grateful to Hector's parents who made a significant donation at the end of term that has been earmarked for a sandpit shed to join the other garden resources. Going into our new financial year we are excited to see the return of the Hanborough Fireworks – please sign up to help!! and our Christmas Wreath making event.

*Hanborough Fireworks is one of our biggest fundraisers- usually around £600 funds raised for Pre-School. If you are able to come and spare 20 mins to help on the hot drinks stall this would be extremely helpful.*

COVID-19 continues to be a challenge with us all anticipating a positive PCR when symptoms appear. All the staff are fully vaccinated and will be eligible for their boosters soon. We will continue to respond as required to government guidance. Please be mindful that we may have to close or run a reduced service if we have staff who need to isolate. If there is another lockdown we will remain open if we can and are advised to do so.

*We have been very lucky and have only had one very short closure in December due to COVID. However we still need to be prepared and vigilant as COVID is very prevalent in Witney and Hanborough at the moment.*

The Staff continue to provide the children with brilliant learning and opportunities for growth. They go above and beyond for the setting and children they care for. We could not do it without them. Of note was the January lockdown when staff sent their children to school as key worker children to ensure that they were available for the setting and when staff were asked to work additional hours to cover sickness. At the end of the summer term we said goodbye to Toni Wyatt, our deputy manager who had been with us through thick and thin since 2016. Toni will be missed and her dedication to the Meadows family is appreciated. We wish Toni all the best in her new role as a TA at Hanborough Manor School.

With the increasing children on roll and with Toni's departure we advertised for an early years practitioner to join the team. At the beginning of September two new members of staff joined the team and with that the Meadow's Family. Olivia Morris joined us for 3 days a week having had a period of time off following the birth of her little boy but with a wealth of childcare experience. Stacey Rose-White also joined us for 3 days a week. Stacey is well known in the village as a Parish Councillor and was previously a TA at the school with experience as a nanny and a childminder. Stacey is also a parent at the setting and remains on the Committee. At the end of September we advertised the role of Deputy Manager. Sarah Boodell was promoted to the role. Sarah has been with the team for over two years and has grown in confidence during that time. Sarah is also about to complete her Forest School qualification and has become the SENCO for the setting. At the beginning of October 2021 we were inspected by Ofsted.

*The Ofsted inspection was expected, it was impending. When we opened the new Hanborough Meadows building in April 2019 we received an opening meeting with Ofsted that was a 2 hour inspection. Once you have had this opening meeting, you are due a full inspection within 36 months.*

The inspection was intense, as they always are. The inspector was at the setting from 8am-3.30pm. The inspector was impressed with the setting and noted the quality of the relationships between the staff and children. This was really key- a wonderful experience. The quality of leadership and management was also noted. We were judged as GOOD across all the required areas. The report is available on the website and on the Ofsted website. Now that we have been inspected we would not expect to have another visit from Ofsted for another 5-6 years.

*Massive thank you for Staff, Kelly and the Committee. They do an incredible job and did the setting very proud.*

Without an enthusiastic Committee the Pre-School cannot function. We offer the opportunity for parents to get involved as much as suits utilising people's skill sets. If you would like to become a Committee member or part of the fundraising subcommittee please do express your interest.

*There are a couple of legal requirements if you would like to join the Committee such as having a DBS check and Ofsted check (EY2). These are just admin checks.*

This year we have seen some changes to the Committee. At the end of the summer term Kerry Simpson stepped down as Treasurer. We would like to thank Kerry for all of her hard work and support to the setting since 2018. Medlan Porter has agreed to become the new Treasurer for the setting subject to the AGM vote. We also say farewell to Toni Wyatt as a Committee member as understandably she wishes to focus on new opportunities in her new role at the school.

I have been the Chair of the Pre-School for five years and would love to continue in the role for another year if voted in. I would like to thank all the Staff, Committee and families for making Hanborough Meadows a setting to be proud of.

#### **4. Manager's Annual Report (KEB)**

Well, what can I say, it's been another extremely successful year for us at Hanborough Meadows Pre-School.

We have not only survived through another year affected by covid but thrived, with our children's progression, the staff and team, and our numbers, all going from strength to strength.

If we look back over the last year, September 2020, we were open again for all children. Due to restrictions, unfortunately parents and carers were unable to come into the setting, but for the children it was fun times as usual. We also embraced the new term with the start of autumn and our conker hunt, and forest ranger foraging. In September Sarah started her Forest School training at Hill End, this is a year long training course and will see her qualified as a level 3 Forest School lead.

Christmas was a little different last year with the children's Christmas party being held at the setting, but unfortunately with no parents allowed this time. With no entertainer allowed due to the restrictions, the Staff filled the gap by entertaining the children with games, stories, singing, crafts and yummy Christmas foods. A fun time was had by all.

January 2021 again saw primary schools closed until March due to another national lockdown. We remained open throughout, and the staff again went above and beyond juggling their own young families now being at home, or attending school as keyworker families, and covering all the shifts at the Meadows. In January Tamsin started Hygge training, Hygge is a Danish approach of stripping the everyday back to the simple, meaningful everyday moments. It's more than a word, it's a feeling of cosiness and simple pleasures. As part of this Tamsin is also completing a Wonder Lust study which supports Hygge and the seasons.

Spring is a time for hope and fresh starts, with all schools now returning, and the seasons changing. We enjoyed creating a new vegetable patch in our garden, the children digging and choosing what they wanted to grow. We also held a lovely Easter Egg decorating competition and raised some funds for the setting.

At the end of the summer term we sadly said goodbye to 17 children and their families, who went off to several different schools. This is always a very sad time for us, but we celebrated their achievements with a garden party, on what was probably the hottest day of the year! We had games, singing, and party food at our themed 'under the sea' party and for the first time in a long time, parents were also invited.

At the end of the summer we also said goodbye and good luck to our deputy manager, who had been struggling with her mental health. Toni took a step back and took a new position at school as a classroom assistant. This meant we had to recruit a new member to join the team, and with numbers being so strong we were able to recruit two level 3 practitioners to join us in September. In September Hollie also started a maths training course at College. This is part of her personal development and upskilling.

Along with lots of new starters, Stacey and Olivia, our new practitioners joined us at the start of term one in September. It was a busy start to term one with the setting starting off full. We also made new adjustments to help support many of the new starters with personal and social skills, many of our new 2 year olds had missed so much early interaction due to covid and the restriction. This support is ongoing and being monitored. A few weeks into term we also had our Ofsted inspection. Again the staff and committee were amazing and the inspector had lots of really positive things to say, and really understood what the Meadows is all about. There were so many amazing statements in the report but my favourite's are, the opening statements,

" the pre-school is full of very happy children, who clearly thoroughly enjoy being there. Children show a very positive attitude towards their play and learning. They are keen and inquisitive, finding the environment and resources fascinating and stimulating. They are well mannered, polite and welcoming to visitors.

And

" There is a real culture of wanting to be the best they can be so they can do the best for the children".

These two statements really sum up what we try to achieve at the Meadows.

The future for the Meadows is really exciting, with an amazing, strong and passionate team, we have so many ideas and so much we want to achieve. Numbers are strong and we are now completely full until September 2023, and that in itself is now also filling up fast.

The success of the Meadows wouldn't be half as strong if it wasn't for the amazing team I work with, who everyday come to work with a smile, passion and dedication. Their dedication and desire of always wanting the best for the children and the setting is what makes the Meadows special. Without them, it would be a very different Meadows, so thank you to them all. I would also like to thank the committee for another great year, for all their time, ideas, and for their continued support, again, without the Committee, the Meadows wouldn't be the Meadows.

## 5. Treasurer's Annual Accounts Report (MS)

### INCOME

**Funding & Fees:** Direct Funding remains the biggest income for Meadows, *which is the funding for 3 & 4 year olds (15 or 30 hours)*, plus some 2 year olds. That came in at **£62,300.40**, which is a decrease of £3583.80 from the previous year.

*For a funded child we receive £4.80 per hour funding from the government which doesn't cover costs. For a 2 funded 2 year old we receive £5.56 per hour. Sadly, many settings have closed as a result of funding issues.*

Next comes Fees, which is for children who aren't eligible for funding plus any extra session by funded children (children under the age of 3 or funded children whose parent's top up), and lunch clubs. This was **£38,798.72** which was a significant increase of £19216.92 based on the previous year.

**Total Funding and Fees: £101,099.12** against £85,466.20 from the previous year.

*If you look on the Charity Commission website you can see that we have had significant increases in funding. Considerable financial progression can be seen over the last 5 years.*

#### **Fund-Raising:**

The total raised for the year was **£1,121.21**. This included money from events such as the Conker Hunt, Raffle and donations.

#### **Other Income:**

We also received **£3953.78** from other sources of Income which includes CJRS Grants, Extra work carried out by Kelly for OCC and refunds from Southern Electric. We also have income from bank interest and a uniform of **£28.37**.

Therefore, our Income for the financial year ending 31<sup>st</sup> August 2021 was **£106202.48**

This is a fantastic amount compared to last year being just over £93,592.57 and £79000 in 2019-2019.

### **EXPENDITURE:**

Payroll remains the biggest outgoing again this year, which is expected. It stands at £65,640.98 for the year. Alongside this we have Pension at £2799.09 and HMRC at £5330.49  
Giving a total for Payroll this year of **£73,770.56**

#### **Building Expenses:**

Electricity - **£799.14**

Water - **£242.46**

Gas - **£307.77**

Insurance - **£1223.30**

Other Expenses - **£2,991.14** – which includes cleaning, small repairs, Fire Extinguisher Testing and any other expenses connected to the building. (garden maintenance)

**Supplies:** This covers everything from toilet rolls to pens, paper to toys and even the gifts that your children bring home at special events such as Christmas, Mother's Day etc. The total for this was **£9380.50**.

**Equipment - £6441.68**

**Uniform:** The purchase of Staff Uniform including T-shirts, Jumpers and Fleece's - **£362.40**

**Phone/Broadband:** This includes rental, calls and internet - **£1,278.68**

**Staff Courses:** This covers various courses and training by all members of Staff - **£745.47**

**Other:** This covers everything else not covered in the above headings. This could include leaver's gifts, Christmas Party entertainer, Website hosting, Ofsted Fees etc. - **£1559.00**

Therefore, our Expenditure for the financial year ending 31<sup>st</sup> August 2021 was **£99,301.49** This means that our Income exceeded our Expenditure for the year, leaving us with an overall Surplus of **£6,900.99**.

*As a charity we are not here to make money but we need a buffer to cover unexpected expenses.*

**Bank Balances as at 31<sup>st</sup> August 2021**

Current Account £23,655.10

Fundraising Account £3,729.17

Contingency Account £15,062.90 (major incident, redundancies) Trustees are financially liable.

Cash in Hand/Petty Cash £4.47

**Total - £42,451.64**

*MS reports that In 2016 we were so close to bankruptcy. MS is very conscious about being financially cautious and managing carefully the money spent. Having said that, we want to value our Staff, review their pay and make sure that they feel appreciated. We have to keep an eye on what we charge parents and keep it under review regularly. We have had a period of bedding in at the new premises; we didn't know what the costs would be- some things have been cheaper than we expected and some things more expensive.*

## Summary of Annual Accounts 01/09/2020- 31/08/2021

LONG HANBOROUGH PLAYGROUP  
Registered Charity No. 289489

RECEIPTS & PAYMENT ACCOUNT  
01 September 2020 to 31 August 2021

2019-20	Payments	2020-21	2019-20	Receipts	2020-21
£57,096.53	Wages	£70,971.47	£19,582.00	Fees	£38,798.72
£1,756.80	Pension	£2,799.09	£65,884.20	Direct Funding	£62,300.40
	<b>£58,853.33</b> HMRC		<b>£78,770.56</b>	<b>£85,466.20</b>	<b>£101,099.12</b>
	<b>Building Expenses</b>			<b>Fund Raising/Donations</b>	
£2,426.08	Electricity	£799.14		Cake Sales	
£571.74	Water	£742.36		Valentines Disco	
	Rates	£198.50		Hanborough Show	
£423.88	Gas	£307.77		Summer Fete	
£4,705.61	Insurance	£1,223.30		Christmas Performances	
	Cleaning	£958.50	£1,818.94	Easy Fundraising	£1,121.21
£2,571.21	Other	£2,032.64		Conker Hunt	
	<b>£10,798.52</b>		<b>£5,762.21</b>	Christmas Fayre	
	<b>Administrative Expenses</b>			Staff Muddy Run	
£4,376.07	Supplies	£9,380.50	£6,216.58	Other	£9,953.78
£1,529.16	Replacement Equipment	£6,441.68			
£67.93	Fund Raising				
£397.44	Uniform	£362.40			
£1,440.91	Phone/Broadband	£1,278.68			
£1,515.00	Staff Courses	£745.47			
£2,381.21	Other	£1,559.99		<b>Other Income</b>	
	<b>£11,707.72</b>		<b>£19,768.72</b>	Sweatshirts/T-Shirts	£27.00
	<b>Total Payments</b>	<b>£99,301.49</b>	£64.00	Bank Interest	£1.37
			£26.85	Book Order	
				Supplier refunds	
				<b>£90.85</b>	<b>£28.37</b>
	<b>£12,288.00</b> Surplus				
		<b>£6,900.99</b>			
	<b>£99,592.57</b> TOTAL	<b>£106,202.48</b>	<b>£99,592.57</b>	<b>Total Receipts</b>	<b>£106,202.48</b>

Balance Sheet: As at 31 August 2021

### Liabilities

Capital Accounts 01 September 2020	£35,550.65
Operating Surplus for 2020-21	£6,900.99
<b>Total</b>	<b>£42,451.64</b>

### Assets

Current Account	£23,655.10
Deposit Account-One 41698168	£3,729.17
Deposit Account-Three 61622668 Contingency Account	£15,062.90
	<b>£42,447.17</b>
Cash in Hand	£4.47
<b>Total</b>	<b>£42,451.64</b>

These Accounts are in accordance with books and vouchers of the Long Hanborough Playgroup and explanations given to me.

Signed

Independent Examiner



Roger Chester

Trustee

Chairperson



Megan Sayers

Date

22 October 2021

## 6. Adopt New/ Updated Policies

Policies all updated; they were updated prior to the Inspection. Some policies were added over the Summer. All of our Policies are available to parents. The most important policy, the Child protection/ Safeguarding policy is on the website. Policies are checked once per year but Child Protection/ Safeguarding is reviewed every 6 months.

## **7. Adoption of the Constitution**

We are currently established as an Unincorporated Charity. This is a very traditional set-up; 3 officers on the Committee and minimum of 2 members. Those Committee members are trustees and they are personally financially liable. We have been looking for several years to change to a Charity Incorporated Organisation so that the Trustees aren't financially liable. There only needs to be 3 trustees but they need to sign up for a period of 2 years. However changing to a CIO is a difficult process that can take 6-12 months. We would need to be re-inspected by Ofsted (although if we did this soon Ofsted would just call the Chair and Manager.

## **8. AOB**

None

## **9. Election of Committee**

### Chair

Megan Sayers: Proposer KEB , Secunder EP

### Treasurer

Medlan Porter: Proposer MS, Secunder KEB

### Secretary

Elizabeth Pringle: Proposer MS, Secunder KEB

### Committee Ordinary Members

Thanks to TW for all of her support and input but she would like to step down from the Committee.

Stacey White-Rose is happy to stay on as a Committee Member as a Staff member and parent however she can't vote. Any discussions re: pay/ staff/ conflict of interest SWR wouldn't be invited to come to the meeting at that time.

Medlan Porter is happy to stay on as a Committee Member

Emma Rusher is happy to stay on as a Committee Member

Sonia Groves is happy to stay on as a Committee Member

MS suggests that if anyone is interested in supporting the Committee there are two options:

- Committee member: Become a full member of the Committee with a legal requirement to complete a DBS check and Ofsted EY2 check.
- Joining the fundraising sub-committee: Becoming involved in running fundraising events or writing grant applications but not becoming a Committee member. You would be unable to

attend Committee meetings and would not have the same voting rights as Committee members.

Any new parents would be very welcome to join the Committee and more information can be provided. Please contact MS if interested.

### **Actions**

None recorded

**Next Committee Meeting**– 17th November 2021 8pm Venue TBC

**Hanborough Meadows Preschool**

England & Wales - Charity number 289849

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# Accounts

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## Annual General Meeting Minutes – 20th October 2020 (8pm via MS Teams)

### **1. Attendance and Apologies for Absence**

Committee: None

#### **Present**

Committee: Kelly Evans-Barrett, Toni Wyatt, Liz Pringle, Kerry Simpson, Felicity Walker, Stacey White-Rose, Medlan Porter, Emma Rusher

Staff: Tamsin Bramley.

Parents: Tom and Laura Johnson (Georgia), Sonia and Keith Groves (Elliott), Kelly Blok (Phoebe), Maryanne Jones (Hope), Tim Walters (Charlie and Mollie)

**Meeting is being held virtually due to the restrictions in place due to the COVID pandemic.**

### **2. Matters arising from the last AGM report**

Issue re: removal of the old Playgroup building- OCC agreed to absorb the cost into the school renovations which saved considerable costs

### **3. Chairperson's Annual Report (MS)**

'Well, what a year. Where do we start!!? October 2019 through to February 2020 life continued as normal at Hanborough Meadows. The children were settled and we enjoyed our Christmas events and our very successful wreath making evening.

Then Covid-19 happened. Life changed as we know it and in the true Hanborough Meadows Preschool style everyone rallied around and supported one another. The staff, committee and families were amazing and supportive of one another during these unprecedented times. Thank you!

As with all other settings we closed our doors during lockdown from March until July as we did not have any key worker or vulnerable children requesting childcare support. The staff were furloughed, with the exception of Kelly and Toni as we did not have the private income for the scheme to cover their salaries. Fortunately, Oxfordshire County Council continued to provide the funding for eligible 2 year olds and 3 and 4 year olds. Whilst we were closed Kelly and Toni held the fort and kept things ticking along, whilst homeschooling their own children.

We were able to re-open in July with a reduced capacity and began to welcome the children back to the setting. Tamsin and Hollie remained on furlough at this time returning in September. It wasn't life as we knew it but it was lovely to have the door open again and help those children transitioning to school have some time to prepare and play.

We returned in September with this new 'normal' and welcomed many new families to the setting. Welcome!! We have navigated the ever changing situation and continue to do so. Again everyone has been so very supportive and the staff have all worked so hard as they always do to make Hanborough Meadows so exceptional.

One of the biggest impacts on the setting has been our ability to fundraise. We rely on additional money we raise from our various events to buy resources and top up our coffers. This year we have had to cancel numerous events including our spring fun day, Easter wreath making and the Hanborough Show. Going forwards it does not seem likely that the Fireworks (a significant fundraiser for us) or our Christmas events can go ahead. This loss of income has a significant impact. We have set up a go fund me page and we had a huge response to the Conker challenge with a fantastic £800 raised. Again Thank You.

Covid-19 continues to be our biggest challenge. We will respond in line with Government guidelines if we have any confirmed or suspected cases. Please be mindful that we may have to close or run a reduced service if we have staff who need to isolate. If there is another lockdown we will remain open if we can and are advised to do so. Again we will follow the guidance.

The staff continue to provide the children with brilliant learning and opportunities for growth. They go above and beyond for the setting and children they care for. We could not do it without them. Thank you.

Without an enthusiastic committee the Pre-School cannot function. We offer the opportunity for parents to get involved as much as suits utilising people's skill sets. If you would like to become a committee member or part of the fundraising subcommittee please do express your interest. This year our key roles remain fulfilled but we have one committee member stepping down. A big thank you to Felicity for all her support and input.

I have been the chair of the Pre-School for four years and would love to continue in the role for another year if voted in. I would like to thank all the staff, committee and families for making Hanborough Meadows a setting to be proud of.'

#### **4. Manager's Annual Report (KEB)**

'Well what can I say! What a year it has been! It will definitely be one to remember.

I will start back in the days before we had ever heard of Corona Virus, Covid 19 or bubble groups! Back in the autumn term last year where no one had to wear masks and parents were allowed into the setting.

Last Autumn the children enjoyed celebrating the seasons in our usual ways and visiting the Church for a Harvest celebration. Soon after Harvest had finished, we were flung into the season of glitter, with bonfire celebration, and the village firework display, where valuable funds were raised for the Meadows. Then we hit December with full force and the glitter increased!!! The children enjoyed all the festive activities and we finished off the term with a lovely Christmas party for the children. We had singing for parents and were visited by Zoo Lab, who brought their amazing animals and creatures with them, and of course a special visit from Santa himself!

The spring term started back and things continued to remain as normal for the start of term with the children enjoying the Meadows and Our Forest Rangers Session. Numbers were good and new starters were due to start at Easter, then Covid hit!

As you all know we sadly had to close our doors at the end of March, and these strange times began. Tamsin, Sarah and Hollie were furloughed, and Toni and I remained working from home (obviously without the children). Parents were contacted, questionnaires were created and risk assessments written ready to be put into place. Once some of the restrictions were lifted we were able to reopen for the families that needed us. We reopened in June with separate bubble groups, and only Sarah, Toni and Myself. It was strange, but for the children it was still a fun, stimulating and safe environment for them to learn and socialise in. For the children that didn't start back with us we made regular contact and sent home individual learning activities for the children to try with their families. In July we said a sad farewell and good luck to all our children going off to school. We were able to hold a small leavers party for them, handing out leavers gifts, and eating lots of yummy cakes.

September came around extremely fast, and again with the change of restrictions, it meant we were able to open as one bubble. So with more planning and risk assessments we welcomed all our children and staff back to the Meadows. The new children due to start at Easter were finally able to join us as with lots of other new children. This past term has been busy but fun and exciting. All the children have enjoyed being back at the meadows and spending time with their friends, which I think after the past 7 months we can all appreciate. Sarah has now started her Forest School training and has been spending two days each month at Hill End where she is learning lots of new exciting things to share with the children. We have just had a fantastic response to our annual conker hunt raising £850.

Numbers are strong and we are currently full until September 2021, I also now have a list of new children wishing to join us in September 2021 and 2022, all having paid a deposit to reserve their place. The Meadows is going from strength to strength.

Looking forward, we are not sure what will happen next but whatever it is, we will cope with it and the children will always be at the heart of the Meadows and the dedicated staff and committee will always make the Meadows a fun, stimulating and safe place to learn.

I would like to thank the amazing team I work with for their relentless dedication, hard work, ideas and energy. They really are the best team anyone could ask to work with. It has been an 'interesting' year

but they have dealt with everything that was thrown at us, and as I said, always with the children at the heart.

I would also like to thank our committee, that again have always been there for us. Guiding, support and answering endless questions and queries, and our backbone during Covid and reading through the endless reams of guidance and updates! Kerry, for crunching the numbers, Liz for our amazing website, Hanborough Herald and all the other jobs she does, and Meg, who is a font of all knowledge, and always goes above and beyond her role as a chair. Without the committee there would be no Hanborough Meadows, it's more than just a Pre-School, it really feels like a family, and one I am very proud to belong to.

Evident from the staff how committed everyone is. Makes the Meadows a lovely place to be. Full until 2021. People want to send their children to us because of the staff. Meadows feels like one big family.'

## **5. Treasurer's Annual Accounts Report (KS)**

'Firstly, I would like to introduce myself to those who do not know me, I'm Kerry and until July, had Olivia who was attending Meadows, but she has now started school. I took over the role of Treasurer back in January 2018.

Ok, so now on to the Accounts....

### **INCOME**

#### **Funding & Fees:**

Direct Funding remains the biggest income for Meadows, which is the funding for 3 & 4 year olds, plus some 2 year olds. That came in at **£65,884.20**, which is a great increase of over £28,000 from the previous year.

Next comes Fees, which is for children who aren't eligible for funding, plus any extra session by funded children, and lunch clubs. This was **£19,612.00** which was a slight decrease of just under £2,000 based on the previous year.

**Total Funding and Fees: £85,496.20** against £58,352.54 from the previous year.

#### **Fund-Raising:**

Fund-raising has suffered this year, but we have managed to get in the Wreath Making and Disco so it isn't all bad.

The total raised for the year was **£1,818.94**. This included money from events such as the Conker Hunt, Wreath Making Course and Valentine's Disco. We have also had donations from Hanborough Fireworks, Easy Fundraising and some Parents during the Conid-19 Pandemic.

#### **Other Income:**

We also received **£6,216.58** from other sources of Income which includes Bank Interest, Book Orders, OCC PPE Grant, CJRS Grants and Extra work carried out by Kelly for OCC.

Therefore, our Income for the financial year ending 31<sup>st</sup> August 2020 was **£93,525.73**

This is a fantastic amount compared to last year being just over £79,000, especially as this year has seen Meadows muddle through a Pandemic and close for some time too!

#### **EXPENDITURE:**

Payroll remains the biggest outgoing again this year, which is expected. It stands at £54,450.37 for the year. Alongside this we have Pension at £1,756.80 and HMRC at £2,576.44 Giving a total for Payroll this year of **£58,783.61**.

#### **Building Expenses:**

Electricity - **£2,305.08**

Water - **£671.74**

Gas - **£423.88**

Insurance - **£4,705.61**

Other Expenses - **£2,571.21** – which includes cleaning, small repairs, Fire Extinguisher Testing and any other expenses connected to the building.

#### **Supplies:**

This covers everything from toilet rolls to pens, paper to toys and even the gifts that your children bring home at special events such as Christmas, Mother's Day etc. The total for this was **£3,876.07**.

#### **Fundraising:**

This is costs associated with our Fundraising such as Hall Hire, supplies, printing etc. The total for this was **£67.93**.

#### **Uniform:**

The purchase of Staff Uniform including T-shirts, Jumpers and Fleece's - **£397.44**

#### **Phone/Broadband:**

This includes rental, calls and internet - **£1,377.91**

#### **Staff Courses:**

This covers various courses and training by all members of staff - **£1,515.00**

#### **Other:**

This covers everything else not covered in the above headings. This could include leaver's gifts, Christmas Party entertainer, Website hosting, Ofsted Fees etc. - **£2,309.21**

Therefore, our Expenditure for the financial year ending 31<sup>st</sup> August 2020 was **£80,533.85**.

This means that our Income exceeded our Expenditure for the year, leaving us with an overall Surplus of **£12,991.88** This is an amazing achievement and makes all the effort and hard work worth it for sure!

#### **Bank Balances as at 31<sup>st</sup> August 2020**

Current Account	£16,097.84
Fundraising Account	£3,728.81



Liabilities


Capital Accounts 01 September 2019	£23,317.65
Operating Surplus for 2019-20	£12,233.00
Total	£35,550.65

Assets

Current Account	£16,097.84
Deposit Account-One 41698168	£3,728.81
Deposit Account-Two 51499440	£0.00
Deposit Account-Three 61622668 Contingency Account	£15,061.39
	£34,888.04
Cash in Hand	£662.61
Total	£35,550.65

These Accounts are in accordance with books and vouchers of the Long Hanborough Playgroup and explanations given to me.

Signed

Independent Examiner  \_\_\_\_\_  
Roger Chester

Trustee \_\_\_\_\_

Chairperson  \_\_\_\_\_  
Megan Sayers

Date..... 28-Jun-20

**6. Adopt New/ Update Policies**

MS has still to review policies; no big policies need to be changed. Covid policies can sometimes change daily. Risk assessment needs to be reviewed after half term as the Tier system is now in place. Will be posted on the closed FB page. Policies need to be signed

**7. Adoption of the Constitution**

MS reports that Hanborough Meadows Pre-School has been endorsed by OCC and KEB has been mentoring other organisations and demonstrating what we do.

**8. AOB**

Hanborough Meadows Pre-School is formally seeking to change the charity name from Long Hanborough Playgroup and also changing the bank account name from Long Hanborough Playgroup to Hanborough Meadows Pre-School.

SW-R conducted the prize draw (£20 voucher for the George and Dragon). Congratulations to Sarah Boodell.

**9. Election of Committee**

Chair

Megan Sayers: Proposer KE-B, Secunder ER.

Treasurer

Kerry Simpson: Proposer MS, Secunder EP

Secretary

Elizabeth Pringle: Proposer MS, Secundered FW

### Committee Ordinary Members

Thanks to FW for all of her support and input but she would like to step down from the Committee.

Stacey White-Rose is happy to stay on as a Committee Member

Medlan Porter is happy to stay on as a Committee Member

Emma Rusher is happy to stay on as a Committee Member

MS suggests that if anyone is interested in supporting the Committee there are two options:

- Committee member: Become a full member of the Committee with a legal requirement to complete a DBS check and Ofsted EY2 check.
- Joining the fundraising sub-committee: Becoming involved in running fundraising events or writing grant applications but not becoming a Committee member. You would be unable to attend Committee meetings and would not have the same voting rights as Committee members.

Any new parents would be very welcome to join the Committee and more information can be provided. Please contact MS if interested. Sonia Groves would be interested in finding out more about joining the Committee.

### **Actions**

None recorded

**Next Committee Meeting** – Wednesday 4th November 8pm via Zoom